

Boating Infrastructure Grant Program (BIGP) Grant Application

www.dnr.state.mn.us/grants/recreation/bigp.html

Applicants can download the free [Applicants guide to the Boating Infrastructure Grant \(BIG\) program](#) from the State Organization for Boating Access (SOBA) website for guidance.

Applying for: Tier 1 ☐ Tier 2 ☐

Separate applications must be completed for Tier 1 and Tier 2 projects.

1. APPLICANT INFORMATION

Required Information	Applicant Response
Applicant Name	
Federal Employer Id. No (UEI#). (Required):	
State Vendor Number:	
Project Manager Name and Title (as registered with MN Sec. of State):	
Mailing Address:	
Telephone:	
Email:	

2. PARTNERSHIPS

List partners involved in the project and describe the type of involvement (Partners must be other than MNDNR and USFWS):

- 1.
- 2.
- 3.

3. PROJECT SUMMARY

- Project Title:
- Type of Application: ☐ New (never before considered) ☐ Reconsideration ☐ Phased Continuation – Phase No.: _____
- Total Project Cost: \$ _____ Grant Amount Requested: \$ _____
- Required Match (minimum is 25% of Total Project Cost): \$ _____
- Provide a brief summary of the project:

4. PROJECT LOCATION

- Facility Name:
 - Latitude (Degrees and decimal minutes, N ##° ##.###) Longitude (Degrees and decimal minutes, W -##° ##.###)
 - N: ° ' W: — ° '
 - Township: Range: Section:
 - Gov Lot/ Forty County: Water body:
 - Facility Street Address or Location:
 - Legislative Districts Numbers: U.S. House:
 - U.S. Senate: State Senate: State House:

5. GENERAL FACILITY INFORMATION

Required Information	Response
Name of Owner:	
Open to General Public?	<input type="checkbox"/> Yes <input type="checkbox"/> N
Tie-up/Overnight Moorage Fee:	\$ _____

6. GENERAL FACILITY INFORMATION

Name of nearest transient boating facilities (including public and private):

Name:	Distance from proposed project:
1.	
2.	
3.	
4.	

Name of recreational, historical, cultural, and natural attractions near proposed project:

Name:	Distance from proposed project:
1.	
2.	
3.	
4.	

7. FACILITY COMPONENTS AND USE – EXISTING CONDITIONS

- Total Number of designated **NON-TRANSIENT** Slips: Min. Slip Length: Ft. Max. Slip Length: Ft.
- Existing Condition of **NON-TRANSIENT**: ☐ Good ☐ Average ☐ Poor

- Total Number of designated **TRANSIENT** Slips: Min. Slip Length: Ft. Max. Slip Length: Ft.
- Existing Condition of **TRANSIENT** Slips: ☐ Good ☐ Average ☐ Poor
- Water Depths before, and after planned dredging, If Applicable.

Current depth:
After dredging depth, if planned:
- **Measurements for all docks, bulkheads, breakwaters, and other features where boats will be accommodated.**
 1.
 2.
 3.

8. PROJECT DESCRIPTION

Primary Need for Project: (mark all that apply)

- ☐
- Safety
- ☐
- Age or End of Useful Life (20 yrs.)
- ☐
- High User Demand
- ☐
- Other, please describe;

1. NEED –Describe the existing facilities available for eligible vessels. What type of services the facility providing? Describe why the project is being undertaken. Provide a clear word picture of the need to be met, the problem to be solved, or the opportunity to be exploited. Describe the needs, problems or opportunities that would be partially or totally met, solved, or exploited by implementation of the proposed project. Provide the necessary background information, historical perspectives, and other supporting information so the reader can understand the importance and current status of the needs, problems, or opportunities:

2. PURPOSE – State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.

3. OBJECTIVES - Describe what is to be accomplished. State desired outcomes that are specific and quantified. Provide a clear link between the Need section and the Objectives. Identify specific, measurable, attainable, relevant, and time-bound objectives to be accomplished during the project period. Objectives are written in an active tense and use action verbs

such as construct, establish, repair, etc

4. RESULTS AND BENEFITS - Describe the expected results and benefits of accomplishing the project as related to the above-stated Need and Objective. Blow your own horn! Assume that no one would understand or appreciate the benefits of this project unless you tell them. This section is your opportunity to sell the benefits of this project to the reader in a clear, concise, and convincing manner. Explain how the project will benefit the transient boaters Describe the economic and social benefits as well as the duration of project benefits:

5. APPROACH: DESCRIBE THE METHODS AND TECHNIQUES THE PROJECT WILL USE TO ADDRESS THE NEEDS - Describe how the objectives will be accomplished. Describe the actions, activities, methods, and procedures that would be used. This section provides the road map that will be used to reach the objectives for the project. There should be a clear link to the Need, Objective, and Expected Results and Benefits Sections above, and your Approach should provide realistic schedules:

6. ECONOMIC IMPACTS - Describe the economic impact the project will have on the nearest community:

7. RELATIONSHIP WITH OTHER GRANTS: Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway. You must also list the any previous federal grants with the applicable grant number and information, if one exists, that this application is related to. If this application is related to a previously awarded federal grant explain the reason for submission (adding funds, scope change, additional work, etc.).

8. PROJECT LOCATION AND SITE LEVEL MAPS/DRAWINGS/PHOTOGRAPHS. To help reviewers better understand the project, please provide additional visual context depicting the following:

- All existing structures, facilities, and amenities;
- The location of the project site using Global Positioning System (GPS);
- Clearly mark areas that are for (1) eligible transient recreational vessels, (2) areas that are for others, and (3) areas that are for shared use, if available;
- Clearly mark proposed Infrastructure location;
- If dredging is proposed, you must include an aerial photograph or schematic drawing to indicate the specific area(s) you intend to dredge;
- A small State map that shows the general location of the project;
- Photos displaying the existing facility;
- A local map that shows the facility location and the nearest community, public road, and navigable water body;
- Maps or images that show proximity or distances to significant destinations, services that support eligible users, terrain considerations, access, or other information applicable to your project;

Any other map that supports the information in the project statement.

9. PROJECT READINESS AND TIMELINE. What is the current status of the project? What major activities must still be accomplished before the project can begin? Will the project be completed within the proposed timelines? At a minimum, please reference land acquisition/ownership/lease/easement requirements, status of engineering/design, and relevant permits and approvals that have/have not been obtained for the project.

Please complete the below table for the project’s estimated timeframe

Time/ Duration	Activity type

9. COMPLIANCES

1. How will the project comply with the National Environmental Protection Act (NEPA)? Describe the immediate and surrounding area which will be affected by project work, including approximate acreage or square feet. Include major forms of vegetation (e.g., forest, cultivated grass, isolated shade trees, wetlands, surface waters of lakes or reservoirs, etc.) and, if known, existence of cultural historic resources, endangered/threatened species. What is the current condition of the action area, including present management and natural disturbances? Provide enough information on the status of required permits or other compliance requirements (National Environmental Policy Act, Section 7 of Endangered Species Act, and Section 106 of the National Historic Preservation Act) for us to make a preliminary assessment.

Print photographs (B/W or color; do not send slides) inserted into plastic cover pages may be used to assist. Describe any anticipated effects of the proposal on these features. If an Environmental Assessment Worksheet (EAW) or other Environmental Evaluation was performed, please provide information.

2. How will the project comply with Section 106 of the National Historic Preservation Act of 1966 (NHPA) as amended and it's implementing regulations (36 CFR 800)? Projects assisted with BIG-P funds may require completion of an archeological survey of the project site. Federal law requires that projects funded with federal assistance may not impact significant cultural resources. Estimated costs for the survey may be included in the project budget or may be added later, but before the submission is made to the USFWS.

3. How will the project comply with the American with Disabilities Act? All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities or be eligible for an exemption. The Americans with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities and is available at www.access-board.gov. Will the project facilitate and/or improve ADA access to the facility? Describe how the facility is designed for use by persons of all abilities and takes into consideration ADA design standards.

4. Please list all the other required permits and regulations that may apply to this project:

10. PROJECT ENGINEERING AND CONSTRUCTION

- **Who is or will be completing project design/engineering?**

- ☐ Applicant's Staff
 ☐ Consulting Engineers
☐ Other:
 ☐ N/A (Materials/Equipment Purchase)

- **Level of completion at the time of application:**

- ☐ Non
 ☐ Conceptual (Master Plan)
 • ☐ Preliminary
 ☐ Final (Ready to Bid)
 • ☐ Bid Out

- **Has a preliminary or final engineer's cost estimate been developed for this project at the time of the application?** ☐ Yes ☐ No If yes, please attach a copy of the detailed engineer's cost estimate to application.

11. PROJECT ENGINEERING AND CONSTRUCTION

Check all that apply

COMPONENT	REPLACEMENT	EXPANSION	NEW	ENGINEERING/ PLANNING
Boat slips, piers, mooring buoys, dinghy or courtesy docks, day docks, and gangways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel stations, restrooms, showers, utilities, laundry facilities and similar amenities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting, communications, buoys, beacons, signals, markers, signs; security features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating or fixed breakwaters, wave attenuators, sea walls or other safe harbor/refuge improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning, permitting, engineering, cultural, historic and environmental studies or assessments necessary to construct boating infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and structures for collecting, disposing of, or recycling liquid or solid waste from eligible vessels or for eligible users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retaining walls, bulkheads, pilings, living shorelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPONENT	REPLACEMENT	EXPANSION	NEW	ENGINEERING/ PLANNING
Debris deflection structures, water hazard removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dredging necessary to fulfill the purpose and objectives of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of facilities during the project period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair or restoration of roads, parking lots, walkways, or other surface areas damaged as a direct result of BIG-funded construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and education materials specific to BIG or a BIG-funded project that credits BIG as a source of funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording the Federal interest in BIG-funded real property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration, coordination, and monitoring of BIG awards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: You may add more rows, if needed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. PROPERTY VALUE

- Size – Acreage:
- Assessed Value: \$
- Appraisal Completed: ☐ Yes ☐ No
- Current Zoning:

13. PROJECT COST

A. Budget Information – Construction Projects

You may attach additional details budget breakdown

Cost Classification	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative & legal expenses	\$	\$	\$
2. Land, structures, rights-of-way appraisals, etc.	\$	\$	\$

Cost Classification	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
3. Relocation expenses & payments	\$	\$	\$
4. Architectural & engineering fees	\$	\$	\$
5. Other architectural & engineering fees	\$	\$	\$
6. Project inspection fees	\$	\$	\$
7. Site work	\$	\$	\$
8. Demolition & removal	\$	\$	\$
9. Construction	\$	\$	\$
10. Equipment	\$	\$	\$
11. Miscellaneous	\$	\$	\$
12. SUBTOTAL (Sum of 1-11)	\$	\$	\$
13. Contingencies	\$	\$	\$
14. SUBTOTAL	\$	\$	\$
15. Project (program) income	\$	\$	\$
16. TOTAL PROJECT COSTS (Subtract 15 from 14)	\$	\$	\$
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows in the next cell →	Enter eligible costs from line 16c \$_____ x _____ % Enter the result in box 17c	\$	

B. Matching Funds

Applicant required to provide at least 25% of project cost as a match

Amount \$	Fund Type	Funding Agency Name	Grant Name (if applicable)	Approval Status
\$	<input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan <input type="checkbox"/> Other, Spec			<input type="checkbox"/> Approved <input type="checkbox"/> Pending
\$	<input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan <input type="checkbox"/> Other, Spec			<input type="checkbox"/> Approved <input type="checkbox"/> Pending
\$	<input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan <input type="checkbox"/> Other, Spec			<input type="checkbox"/> Approved <input type="checkbox"/> Pending
\$	<input type="checkbox"/> Federal <input type="checkbox"/> State/Local <input type="checkbox"/> Loan <input type="checkbox"/> Other, Spec			<input type="checkbox"/> Approved <input type="checkbox"/> Pending

C. BUDGET NARRATIVE

1. **Provide more details on the budget lines, where applicable. Describe if any costs require approval such as pre-award costs.**

2. **Include contingency costs if applicable as a separate budget line item.**

3. **Program Income.** Program income is gross income earned by you or your sub recipient that is directly generated by a supported activity, or earned as a result of the grant, during the grant period. **Include anticipated program income during or the grant performance, if applicable, as a separate budget line item.**

4. **Proration.** Costs for facilities that will benefit operators of boats other than transient recreational vessels at least 26 feet long must be prorated. Common examples of costs that often must be prorated include fuel stations, restrooms, pumpout stations, etc. Please explain in detail the basis or method you used to allocate costs between eligible and ineligible users. Include relevant documentation to validate your basis for allocating costs between eligible and ineligible users, such as facility use records or trends. Clearly identify this information and the purpose of each.

5. **Equipment.** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Provide a list of equipment to be purchased with BIG funds, if any.

14. PROJECT PERMITTING

Construction Projects Only

Has an application been submitted to:	No	Yes (submit copy)	Approved (submit proof)
Minnesota Pollution Control Agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Army Corps of Engineers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local and Others (If applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. RESPONSES TO RANKING CRITERIA.

Criteria for reviewing and ranking BIG applications. You must fully address the following criteria to demonstrate that the proposed BIG project will:

A. Need, Access, and Cost Efficiency

- (1) Will the proposed boating infrastructure meet a need for more or improved facilities?

- (2) Will eligible users receive benefits from the proposed boating infrastructure that justify the cost of the project?

- (3) Will the proposed boating infrastructure accommodate boater access to significant destinations and services that support transient boater travel?

B. Match and Partnerships

- (1) Will the proposed project include private, local, or State funds greater than the required minimum match?

- (2) Will the proposed project includes contributions by private or public partners that contribute to the project objectives?

C. Innovation

- (1) Will the proposed project include physical components, technology, or techniques that improve eligible-user access?

- (2) Will the proposed project include innovative physical components, technology, or techniques that improve the BIG-funded project?

- (3) Has the facility where the project is located demonstrated a commitment to environmental compliance, sustainability, and stewardship, and has an agency or organization officially recognized the facility for its commitment?

16. Requirements and Acknowledgments

- A. **Useful life:** Estimate the useful life in years of each capital improvement for the proposed project. A capital improvement is typically a structure that costs at least \$25,000 to build, or a repair or renovation of a structure costing at least \$25,000 that increases the structure's useful life by 10 years or more. Outline how this project will exercise control to ensure the BIG-funded facility continues to achieve its authorized purpose during the useful life of the facility.

- B. **Conflict of Interest Disclosure.** Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

- C. **Disclosure of Lobbying Activities.** Applicants must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award.

- D. **Single audit reporting statement.** All U.S. states, local governments, Indian tribes, institutions of higher education, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for the most recently closed fiscal year.
- E. **Overlap or duplication of effort statement.** Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regard to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regard to activities, costs, or time commitment of key personnel".
- F. **Buy America Buy America Provision for Infrastructure:** As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that is part of a Federal financial assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Recipients conducting infrastructure projects under the award must include related requirements in all sub-awards, including all contracts and purchase orders for infrastructure work or products under this program. Explain if the project will comply with the above requirements.
- A. **Letters of support.** Letters of support are encouraged, if possible.

APPLICATION CHECKLIST – All documents must be completed and submitted. Documents are attached at MnDNR website. <https://www.dnr.state.mn.us/grants/recreation/bigp.html>

- ☐ Application Form (BIGP)
- ☐ Certification Statement - An adopted resolution, by the Governing Body authorizing that a designated representative has the authority to apply for and administer the grant on behalf of the applicant, and stating that the Governing Body is willing to enter into a 20-year agreement for the maintenance and operation of the project and that the facility funded by the grant will be open to the public.
- ☐ Financial Capacity Questionnaire
- ☐ Copies of Deed(s), Easement(s), Lease(s), Evidence of Title Insurance, etc..
- ☐ Attachment #1 – Aerial Photograph of Location (must include GPS coordinates, North arrow, scale, legend, other map elements)
- ☐ Attachment #2 – Development Plan (i.e, Site Plan) showing boundaries, easements and other real estate encumbrances and be legally sufficient to identify the project area.
- ☐ Attachment #3 – Existing condition and proposed actions maps/photographs sufficient to depict the physical characteristics of project site
- ☐ Copies of necessary project permits &/or applications.
- ☐ Responses to Ranking Criteria

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete and accurate. I further certify that I possess the authority, including the necessary property interests, to undertake the proposed activities.

I also certify that the Applicant's Governing Body is aware of and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below, the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project so approved.

_____	Print/Type Name	Title

Owner/Authorized Signature

Date

WARNING: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty may be punishable as provided in Minnesota Statutes.

NOTE: Please submit your application via email to nasra.mohamoud@state.mn.us. For questions regarding this application or the Boating Infrastructure Grant Program please contact:

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